January 26, 2015

Dear Exhibitor,

Welcome to the 2015 Haulage & Loading Exhibition & Conference taking place May 17-20, 2015 at the Wigwam Resort & Golf Club in Phoenix, AZ.

The information in this Exhibitor Service Manual is designed to assist you in the preparation of your exhibit. Please review all forms and make note of any deadlines in order to receive discounted rates. Services ordered onsite will result in additional fees.

SEMCO Productions, LLC will be the General Service Contractor for the show supplying draping, furniture and labor.

A/V, computer rentals and phone lines will be handled by PSAV at the Wigwam Resort. Details are enclosed.

Please pay careful attention to the shipping information and bag insert shipping information pages, making note of all details and deadlines.

I look forward to meeting you at the conference please don't hesitate to contact me if you have any questions or need additional information.

Sincerely,

Tim Fearney
Show Director
Tim@Semcoproductions.com

Exhibitor Checklist

X	Service	Deadline
	Complete Complimentary online show program listing form	March 2
	Return Show Program Advertising Form Submit Ad Copy	April 3
	Make Hotel Reservations	April 14
	Register for Golf Outing	April 15
	Return Payment Authorization Form for Shipping	April 24
	Order Audio Visual Equipment	May 1
	Additional Exhibitor Registrations	May 1
	Ship bag inserts direct to Wigwam Resort (See Insert Shipping Page for Proper Labeling)	Starting: May 10 Ending: May 14
	Accepting Freight at Wigwam Resort	Starting: May 10 Ending: May 17

Show Schedule

Exhibitor Move-In

Sunday May 17th 11:00am – 5:00pm

Exhibit Hours

Monday May 18th 8:00am – 5:00pm
Tuesday May 19th 8:00am – 4:00pm

Exhibitor Move-Out

Tuesday May 19th 4:00pm – 10:00pm

Make your hotel reservations today!

Hotel Reservations
Deadline: April 14

The Wigwam Golf Resort & Spa
300 Wigwam Boulevard
Litchfield Park, AZ 85340
+1 623.535.8275

Exhibitors are responsible for securing their own hotel accommodations. We have negotiated a discounted rate at the Wigwam Golf Resort & Spa. The special Haulage & Loading rate for the Adobe Traditional room is **US $179/night**, exclusive of tax, resort fees, gratuities and/or service charges. Suite rates are available upon request.

To take advantage of this special Haulage & Loading 2015 rate, contact the hotel directly at +1 800.327.0396. Outside of the US, call +1 623.535.8275 or reserve you're your room online click HERE.

Directions to the Resort

From Central Phoenix:
I-10 west approximately 15 miles to Litchfield Road, exit 128. Turn right and follow for 2 ½ miles to Wigwam Boulevard. Turn right and follow approximately ½ miles. Resort will be on the left.

From Scottsdale:
Travel west on McDowell Road past 56th Street to AZ 143. Turn left and merge to the right onto Loop 202 and follow west. Loop 202 turns into I-10 west near downtown Phoenix. Continue on I-10 west approximately 15 miles to Litchfield Road, exit 128. Turn right and follow for 2 ½ miles to Wigwam Boulevard. Turn right and follow approximately ½ miles. Resort will be on the left.

From Los Angeles:
Travel east on I-10 approximately 350 miles to Litchfield Road, exit 128. Turn left and follow Litchfield Road approximately 2 ½ miles to Wigwam Boulevard. Turn right and follow approximately ½ miles. Resort will be on the left.

Golf Outing Registration

DEADLINE: May 1, 2015

Company_____

Contact_____ Phone_____

Address_____

City/State/Zip_____

Fax_____Email_____

GOLF OUTING REGISTRATIONS - $125 PER PLAYER (Includes Breakfast/Green & Cart Fees)

1. Name _____ Title _____
   Email _____
2. Name _____ Title _____
   Email _____
3. Name _____ Title _____
   Email _____
4. Name _____ Title _____
   Email _____

PAYMENT INFORMATION: *Payment must accompany request*

_____ Check payable to SEMCO Productions, LLC.

_____ VISA _____ MasterCard _____ American Express

Card Number _____ Exp Date _____

Full Address: _____

City _____ State: _____ Postal/Zip Code: _____

_____ _____

Printed name as it appears on card Signature

Email completed form to Keisha at keisha@semcoproductions.com or Fax : +1 770.642.4715

SEMCO Productions, LLC. · 295 West Crossville Road · Building 200 ·Roswell, GA 30075 USA · 678-822-9804
Fax 770-642-4715 · www.haulageandloading.com · www.semcoproductions.com

BAG INSERT SPONSORSHIP
SHIPPING INFORMATION
$1,000 per Insert

Inserts **MUST** be shipped separately from your exhibit materials to ensure their inclusion in the official Haulage & Loading Delegate Bags. **All bag inserts MUST be delivered to the hotel Between MAY 10th – 14th, 2015**

Failure to follow the following shipping instructions may result in your company's materials not being distributed to every delegate. Each package must clearly indicate that contents are Delegate Bag Inserts.

Please ship your bag inserts to:

The Wigwam Golf Resort & Spa
Attn: Keisha Wilson –KIVA ROOM
Company Name - Delegate Bag Inserts
300 Wigwam Boulevard
Litchfield Park, AZ 85340

Payment Information

Company & Booth #_____

_____ Check made payable to SEMCO Productions, LLC.
_____ VISA _____ MasterCard _____ American Express

Card Number _____ Exp Date _____

Name & Billing Address_____

_____

_____

Signature _____

Payment must accompany request

Contact Tim Fearney at +1 678.822.9804 or Email tim@semcoproductions.com

Freight Handling of Show Materials

Deadline: April 24

1. All shipments must be sent prepaid. Collect shipments will not be accepted.
2. The hotel will ONLY accept packaged shipments, including crates, boxes and skids. Loose shipments will not be accepted at the warehouse.
3. Consignment or delivery of a shipment to Haulage & Loading or its subcontractors by an Exhibitor or Shipper on behalf of the Exhibitor will be construed as an acceptance by the Exhibitor of the Freight Terms and Conditions on this page.
4. Outbound bills of lading must be filled out and turned into the event registration desk. If designated carriers are to be used, the exhibitor must make those arrangements directly with the carrier. If designated carrier fails to show in required time frame, shipment will be recognisigned to house carrier. If no return information is provided, freight will be forced to house carrier.
6. Heavy equipment or machinery which requires forklift equipment for unloading will need to be coordinated with SEMCO Productions, LLC. By April 24, 2015.

Label each piece of your shipment as follows:

Your Company Name
Your Booth #
Haulage & Loading Conference
c/o Wigwam Resort
300 Wigwam Blvd
Litchfield Park, AZ 85340

MUST ARRIVE BY Friday May 15, 2015

The following rates include receipt of freight, delivery to the booth, storage & return of empty crates, and movement of your freight at show's end from the booth to the dock & reloading on trucks. Cost for freight per cwt (100 lbs or fraction) with a **200 lb minimum per shipment.**

CATEGORY	DESCRIPTION	RECEIVED AT	RATE/CWT
A	Crated or skidded shipments	Advance Warehouse	48.00 US
B	Crated or skidded shipments via van lines or specialized carriers, Fed-Ex, UPS or US Mail	Advance Warehouse	48.00 US
C	Shipments requiring special handling or late freight (25% surcharge)	Advance Warehouse	60.00 US

Enter estimated total pounds of all your shipments by rounding up each total shipment weight to the nearest 100 lbs. (i.e. 246 lb. shipment of any number of pieces would be figured as 300 lbs., 533 lbs. would be figured as 600 lbs., etc.) Any shipment with a total of 200 lbs. or less should be **calculated at 200 lb. minimum.**

	Category (A,B,C,D,E,F)	Number of Pieces	Weight (minimum 200#s)	Rate/CWT	Total
Shipment 1	_____	_____	_____lbs.	X_____	=$_____
Shipment 2	_____	_____	_____lbs.	X_____	=$_____
Shipment 3	_____	_____	_____lbs.	X_____	=$_____

PLEASE COMPLETE THE ENCLOSED PAYMENT FORM
No credit will be given after close of the event on items or services ordered but not received.

TOTAL $_____US

Company Name: _____ Booth #_____

Email Form to keisha@semcoproductions.com
or fax to +1 770.642.4715

SEMCO Productions, LLC. · 295 West Crossville Road · Building 200 ·Roswell, GA 30075 USA · 678-822-9804
Fax 770-642-4715 · www.haulageandloading.com · www.semcoproductions.com

Freight & Material Handling Payment Form

Deadline: April 24, 2015

Our policy requires 100% payment with orders for freight service, material handling. A check or your credit card information for payment of advance and show site orders must be forwarded to SEMCO Productions in order for us to provide any services. *Full payment must accompany your order in order to qualify for the discounted rates. All orders received after April 24, 2015 will be charged the on-site rate.* Upon completion of form, please mail, fax or email to SEMCO Productions.

Payment Information

Company & Booth #_____

_____ Check made payable to SEMCO Productions, LLC.
_____ VISA _____ MasterCard _____ American Express

Card Number _____ Exp Date _____

Name & Billing Address_____

_____

_____

Signature _____

Payment must accompany request

Services Requested

AMOUNT DUE **US$**_____

Email Form to keisha@semcoproductions.com
or fax to 770-642-4715

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Fax 770-642-4715 · www.haulageandloading.com · www.semcoproductions.com

Display Rules and Regulations

Installation Deadlines:
Exhibit space must be occupied by **5:00 p.m. (PST) on Sunday, May 17, 2015.** If not occupied by that time and if Show Management has not been advised of a delay, the booth space will be considered abandoned and can be used at the discretion of Show Management.

Finished Surfaces:
Any raw or unfinished surfaces facing or neighboring another booth or aisle must be covered and must not carry identification signs or other copy that would detract from the adjoining booth.

Display Regulations:
Standard Booth: One or more standard units in a straight line

- Maximum back wall height is 8 feet
- Maximum height rear three feet from back wall is 8 feet
- Maximum height front three feet from aisle is 4 feet

Restricted Activities:

- Distribution of literature, promotional items, samples, etc is restricted to the contracted exhibit space. Any distribution or other activity interfering with the activities of neighboring exhibitors or obstruction of aisles will not be allowed.
- All photographic rights are those of Show Management. Exhibitors may obtain written approval from Show Management for the photographing of their own exhibit.
- Helium balloons are not permitted.
- Children under the age of 18 are not allowed in the exhibit or conference session areas.
- Sound levels must be maintained so as to not disturb other exhibitors.
- Obstruction of aisles that prohibits traffic flow is strictly forbidden.

Signs, Logos, and Company Identification:
The placement of signs, logos, trademarks, and other forms of company identification located within 10 feet of neighboring display must face into your exhibit, or signs, logos and company ID placed along with back wall in a standard, in-line booth must stay within the 8’ high back wall.

Exhibit Space includes:

6’x10’ exhibit space	8' high back drape and 3’ high side drape in black
2 chairs	7”x44” booth sign with company name and booth number
6’ x 2’ skirted table	100 word product/service description & Show Program
Wastebasket	Attendee mailing list for post-show marketing

One (1) full conference registration (additional registrations are available at discounted rate)

Electricity:
Must be ordered through PSAV. See enclosed form.

Show Program Listing Form

Deadline: March 2, 2015

If not received by date above your company description will not appear in the show issues of Coal Age and E&MJ.

Exhibiting companies are entitled to a 100 word product / service description in the official Show Program, which is given to every attendee. Click Here to complete the company description.

You can include your company logo in the Show Program for $150 – be sure to check this option on the following Show Program Advertising form.

E-mail your logos to: keisha@semcoproductions.com
Questions? Contact Keisha Wilson at +1 678.822.9872

FREE Show Directory Listing and Advertising Specifications

Reserve ad space & submit copy by April 3, 2015

The Haulage & Loading Show Directory is a key source of information for show attendees. It is very important that you update your directory listing as attendees refer to the directory during and after the show.

FREE Show Directory Listing
To create your listing, please provide a brief (100 word) company description to be included in the show directory. Click HERE to submit.

Advertise in the Show Directory
Advertising in the Haulage & Loading Show Directory is a great way to enhance your exposure to the H&L audience. As people refer to the directory during the show and throughout the year, make sure your brand stands out with a directory advertisement!

For advertising queries, please contact Tim Fearney at tim@semcoproductions.com

Ad rates and specifications:

Type	Price	Dimensions
Full Page	$2,000	7-7/8" x 10-3/4" (200 x 273mm) + ⅛" bleed to each edge
1/2 page (H)	$1,200	7" x 4-5/8" (178 x 117 mm)
1/2 page (V)	$1,200	3-3/8" x 10" (86 x 254 mm)
1/4 page (V)	$750	3-3/8" x 4-5/8" (86 x 117 mm)
Logo	$150	we'll size to fit listing

Advertisements exceeding type size in any dimension are considered oversize.

File Formats and Specifications

- Ads and logos are accepted in the following formats: PDF, TIFF, EPS
- All placed images should be at 300dpi at final size. Lower resolution images will result in poor quality reproduction.

COLOR: Entire publication is printed in 4 color process. Total ink saturation should not exceed 280%.

Please contact David Jones at djones@mining-media.com for questions about ad specifications or to send in your artwork. Please reference Haulage & Loading Directory Ad in the subject line.

Show Directory Advertising Insertion Order Form

DEADLINE: April 3, 2015

Company Name_____ Booth #_____

____ full page ads @ $2,000 = $_____ # ____ ½ page ads @ $1,200 = $_____

____ ¼ full page ads @ $750 = $_____ # ____ Company Logo @ $150 = $_____

____ Check payable to SEMCO Productions, LLC. ____ VISA ____ MasterCard ____ AMEX

Card Number _____ Exp Date_____

Name on Card _____

Billing Address _____

City _____ State/Providence _____ Zip/Postal Code _____

Signature** _____

Payment must accompany request

****Signature indicates that you have read and agree to the terms and conditions below.**

TERMS AND CONDITIONS

Exhibitor agrees to pay amount indicated for advertisement as published on the Show Directory Advertising form or determined by Show Management. Payment is non-refundable. Acceptance of this application by SEMCO Productions, LLC. constitutes as a contract.

Email Form, Logos and Ads to keisha@semcoproductions.com
or fax to 770-642-4715

2015 Power & Internet Order Form

Questions? Please email ajosephson@psav.com

Orders and payment must be received one week before delivery to qualify for prices listed below. Rush orders are subject to substitution at market rates. **Basic Power is required for any Exhibitor in need of electricity.** Proper voltage & amperage requirements of Exhibitor equipment remain the Exhibitor's responsibility. **All orders subject to 9.1% sales tax and 22% service charge.** Please email form directly to PSAV Presentation Services at ajosephson@psav.com to receive a confirmation.

Company Name:	Convention Name:	Booth / Suite / Room
	Set up Date/Time:	Remove Date/Time:
Address:	City	State / Zip code
Contact Name:	Phone:	Fax:
Email Address:	On-Site Contact:	

Equipment/Service Requested:	Daily Rate	Qty	# of Days	Total
Basic Power non-Dedicated 5amp	$35.00			
Dedicated 20 Amp Service	$120.00			
Special Power Requirements (**Call for quote**)				
Wireless Internet Access (1 connection)	$45.00			
Hard Line Internet Connection	$165.00			
Additional Internet Connections	$50.00			
Special Internet Requirements (**Call for Quote**)				
Tripod Screen with Skirt & Cart	$170.00			
40" LCD Monitor with Stand	$360.00			
52" LED TV with Stand	$470.00			
Flat Panel Computer Monitor 17"	$100.00			
Flat Panel Computer Monitor 20" 16:9	$125.00			
Laptop Computer	$225.00			
Additional Wireless Internet Connections	$45.00			
Hard Line Internet Connection	$170.00			

***All equipment rates and availability subject to change.

***Contact for quote on equipment not listed (623)856-1045.

Subtotal:	
Service Charge 22%:	
Subtotal:	
Sales Tax @ 9.1 %:	
Total:	

(CIRCLE ONE)

Credit Card Number: _____ Visa MC AmEx Disc Diners

SECURITY CODE: _____ **(THE LAST THREE DIGITS ON THE BACK OF YOUR CARD IN THE SIGNATURE STRIP.)**

Name Imprinted on Card: _____ **Expiration Date:** **/**

Authorizing Signature: _____ **Today's Date:** **/ /**

*** I understand that I will be held fully liable for any damage to or loss of the above listed equipment.**

*** PLEASE BRING THIS CARD WITH YOU TO YOUR EVENT. WE WILL NEED TO GET AN IMPRINT OF IT FOR BILLING.**

YOUR INITIALS